

DATE OF MEETING July 10, 2024

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**SUBJECT FORM AND CHARACTER DEVELOPMENT PERMIT GUIDELINES PROJECT**

## **OVERVIEW**

### **Purpose of Report:**

To provide information to the Advisory Committee on Accessibility and Inclusiveness (ACAI) about the Form and Character Development Permit Guidelines project and upcoming consultation with the Committee at the 2024-JUL-10 ACAI meeting to inform the new design guidelines.

## **BACKGROUND**

A Development Permit (DP) is a land use permit used by local governments to review proposed developments to ensure they meet the policies and objectives of the Official Community Plan (*City Plan*). In February 2024, Staff retained consultants to create new design guidelines for 'Development Permit Area 8 (DPA8) Form and Character' for commercial, industrial, mixed-use, and multi-family development. DPA8 also promotes energy and water conservation, and the reduction of greenhouse gas emissions. Development Permit guidelines provide certainty for developers to understand the City of Nanaimo's expectation for urban design.

The design guideline project satisfies two priority actions in the *Integrated Action Plan*:

1. "Update the Development Permit Area guidelines to be consistent with City Plan policies, with specific focus on: General Development Permit Area Design Guidelines." (Priority Action #202)
2. "Update development permit requirements to include energy, climate, and water efficiency from a site and building design perspective. Develop guidelines that may include passive design techniques, shading, rainwater management, green roofs, building orientation, Water Wise landscape, building energy systems and renewable power generation, among other topics." (Priority Action #5)

In accordance with the *Local Government Act*, *City Plan* provides the justification and objectives for the City's development permit areas, as well as the development permit map schedules (See Attachment A: City Plan - DPA 8 Form & Character).

The City's DPA8 guidelines are within Part 18 of the City of Nanaimo "Zoning Bylaw 2011 No. 4500." The text in DPA8 of the Zoning Bylaw will be updated, and existing design guidelines will be replaced with updated, modernized design guidelines. Also, robust landscaping guidelines are to be included in the new DPA8 design guidelines, which may in whole, or in part, replace "Part 17 – Landscaping" in the Zoning Bylaw.

For more information about the project, please visit the Form & Character Design Guidelines Get Involved Project Page linked in Attachment B. |

## **DISCUSSION**

The new DPA8 form and character design guidelines will be informed by *City Plan* policies (including Area Plans and Neighbourhood Plans), and by several engagement events in June and July 2024. At the 2024 -JUL-10 ACAI meeting, the project consultants will be giving a presentation and leading a discussion to obtain input from ACAI members for the new DPA8 form and character design guidelines.

### **City Plan**

*City Plan* provides the policy guidance for creating the new DPA8 form and character design guidelines. Each *City Plan* land use designation serves a unique purpose, and the design guidelines will be a critical tool for ensuring that each proposed development is contributing to the purpose of the land use designation. In addition, the guidelines will help the City to achieve the five goal areas of *City Plan*, a green, connected, healthy, empowered, and connected Nanaimo.

The design guidelines in *City Plan's* associated Area Plans, and the design guidelines in the Neighbourhood Plans will also inform the creation of new design guidelines. In general, the new design guidelines will reflect best practices to improve the quality and experience of the built environment, advance the public interest, enhance functionality, clarify expectations, and promote neighbourliness and fit into existing neighbourhoods.

### **Consultation and Engagement**

With the support of the consultants, Staff have several engagement events proposed in June and July 2024 as listed below:

- General public workshop
- Neighbourhood association workshop
- Development community workshop
- Design Advisory Panel (DAP)
- Advisory Committee on Accessibility and Inclusiveness (ACAI)

After the engagement events, the next steps are expected to be generally as follows:

1. Input received will be considered for incorporation into the draft DPA8 form and character design guidelines.
2. The general public, and all who participated in the engagement events, will then have an opportunity to review the updated draft DPA8 form and character design guidelines.
3. The proposed new DPA8 design guidelines will be presented at a Governance and Priorities Committee meeting in the fall of 2024 for consideration of endorsement. |

## **CONCLUSION**

At the 2024-JUL-10 ACAI meeting the project consultants will be giving a presentation and leading a discussion to obtain input from ACAI members for the new DPA8 form and character design guidelines. ACAI members and the public are also able to learn more about the project online, and submit their comments online, until 2024-JUL-21 (see link in Attachment B).

## **SUMMARY POINTS**

- Council has directed that the City’s DPA8 form and character development permit guidelines be updated for commercial, industrial, mixed-use, and multi-family development. DPA8 also promotes energy and water conservation, and the reduction of greenhouse gas emissions.
- The new DPA8 form and character design guidelines will be informed by *City Plan* policies, and by several engagement and consultation events in June and July 2024.
- At the 2024-JUL-10 Advisory Committee on Accessibility and Inclusiveness (ACAI) meeting project consultants will be giving a presentation and leading a discussion to obtain input from ACAI members for the new DPA8 form and character design guidelines.

## **ATTACHMENTS**

ATTACHMENT A: City Plan – DPA 8 Form & Character

ATTACHMENT B: Link to “Form & Character Design Guidelines Get Involved Project Page”

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